

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## Plot Plan Requirements

November 2001

Applications for City of Seattle Master Use Permits and construction permits made with the Department of Planning and Development (DPD) require plot plans. This Client Assistance Memo (CAM) has been prepared to assist you in preparing a plot plan. It lists the information which must appear on plot plans submitted with permit applications and shows what a good plot plan looks like.

For general information on standards for plans and drawings, as well as helpful hints and guidelines on how to prepare a plan, refer to CAM 106, *General Standards for Plans and Drawings*, and CAM 103A, *Plot Plan Guidelines*.

### What is a Plot Plan?

A plot plan is an accurate, scaled drawing or map of a piece of property showing its size and shape and the size, shape and precise location of man-made features (buildings, structures and driveways) on the property. Plot plans show both what currently exists on the site and what physical changes you wish to make which will change conditions on the site.

It is very useful to bring a plot plan when you visit DPD to ask questions about what you may do on a site. To find out what permits are required for a proposed project and what plans you will need to prepare, bring your plot plan to the DPD Applicant Services Center (ASC), located on the 20th floor of Seattle Municipal Tower, 700 Fifth Avenue, (206) 684-8850.

**NOTE:** *If you bring a rough version of your plot plan to the department to ask preliminary questions, you must be aware that the information provided to you can be only as reliable as the information you provide. Information given at the ASC is preliminary only and does not constitute approval of an application.*

### Basic Plot Plan

The information listed below is sufficient for plot plans submitted for the following types of projects:

- Residential and commercial alterations
- Change of use not affecting parking, truck loading, vehicle access
- Residential (1 & 2 family dwellings) additions and alterations and detached accessory structures less than 2000 square feet in size without new access.

### The following information is required:

1. Address of project
2. Owner's name
3. Legal description of the property, including any easements and project numbers of short plats or lot boundary adjustments
4. Assessor's parcel number (property tax account #)
5. King County recording number for any easements or other pertinent legal features
6. North arrow
7. Identification of the drawing's scale (min. 1" = 10')
8. Property lines and property dimensions
9. Identification of adjacent streets (by name), alleys or other adjacent public property
10. Location and dimensions of all parking areas, driveways, and other paved areas (existing and proposed)
11. Location, size and shape of any structures presently on the site and of those proposed for construction
12. Dimensions showing front, side and rear distances from building to property lines, distance between structures, size of structures, porches and decks
13. Dimensions of roof overhangs and other architectural features such as bay windows, chimneys and gutters
14. If your project involves new lot coverage, include lot coverage calculations.
15. Identification of exactly what work is to be done, including the changes that are proposed to the physical features of the site or existing structures (clearly distinguish existing from proposed features)

[www.seattle.gov/dpd](http://www.seattle.gov/dpd)



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16. Ground elevations and contour lines and contour intervals for new construction or additions on sloping sites or where earth grading is proposed. A licensed survey may be required.
17. Creeks, drainage ditches and surface water lines (shorelines). If new construction or building additions extend into the shoreline—as defined on zoning map overlays—a survey prepared by a licensed surveyor must accompany any permit application.
18. For projects subject to the provisions of SMC Chapter 25.11, Tree Protection: Show specific location, size and species of all trees at least six inches in diameter measured four and one-half feet above the ground. Individual trees located in areas that the applicant agrees will not be disturbed during construction need not be indicated on the plot plan; however, not-to-be-disturbed areas must be indicated.

### Plot Plan with Street/Alley Information

Plot plans with street and alley information as described below are required for projects which may require street improvements. Plot plans with this information must accompany applications for the following types of projects:

- New construction
- Grading only
- Adding parking to a commercial building site
- Commercial project with change in driveway width, location, or new driveway
- New detached accessory structure with 2000 square feet or more of coverage
- Work within the right-of-way
- Any new access

#### **For plot plans with street/alley information, the following items are also required:**

1. Total street and/or alley right-of-way width dimensions
2. Street and/or alley pavement type and widths, or note if unimproved
3. Curbs and sidewalks: type, location, dimensions
4. Sewer mains (sanitary only {pss} and/or combined sewers {ps})
5. Storm drains {psd} and catch basins
6. Water mains, fire hydrants, and water meters
7. Power, street light, signal and transit poles
8. Street trees and other landscaping

9. All other elements between the pavement edge and property line (side sewers, electrical ducts, electrical vaults, electrical conduits, handholes, ditches, culverts, bus zones, street signs, etc.)
10. On-site water disposal systems and/or detention systems.

### Sample Plot Plans

Illustrated samples of plot plans are included on the next few pages. **Figure 1** shows a sample Basic Plot Plan. **Figure 2** labels the features required on this Basic Plot Plan. **Figure 3** shows a sample Plot Plan with Street/Alley Information. **Figure 4** labels the illustrated features in the Plot Plan with Street/Alley Information.

### For More Information

Additional information on requirements and assistance with drawing plot plans are available from:

#### **King County Assessor**

Department of Assessment Real Estate Office  
7th Floor, King County Administration Building  
500 4th Ave.  
(206) 296-7300

#### **Seattle Dept. of Planning and Development (DPD)**

Applicant Services Center  
20th floor, Seattle Municipal Tower, 700 5th Ave.  
(206) 684-8850

Drainage Review Desk  
20th floor, Seattle Municipal Tower, 700 5th Ave.  
(206) 684-5362

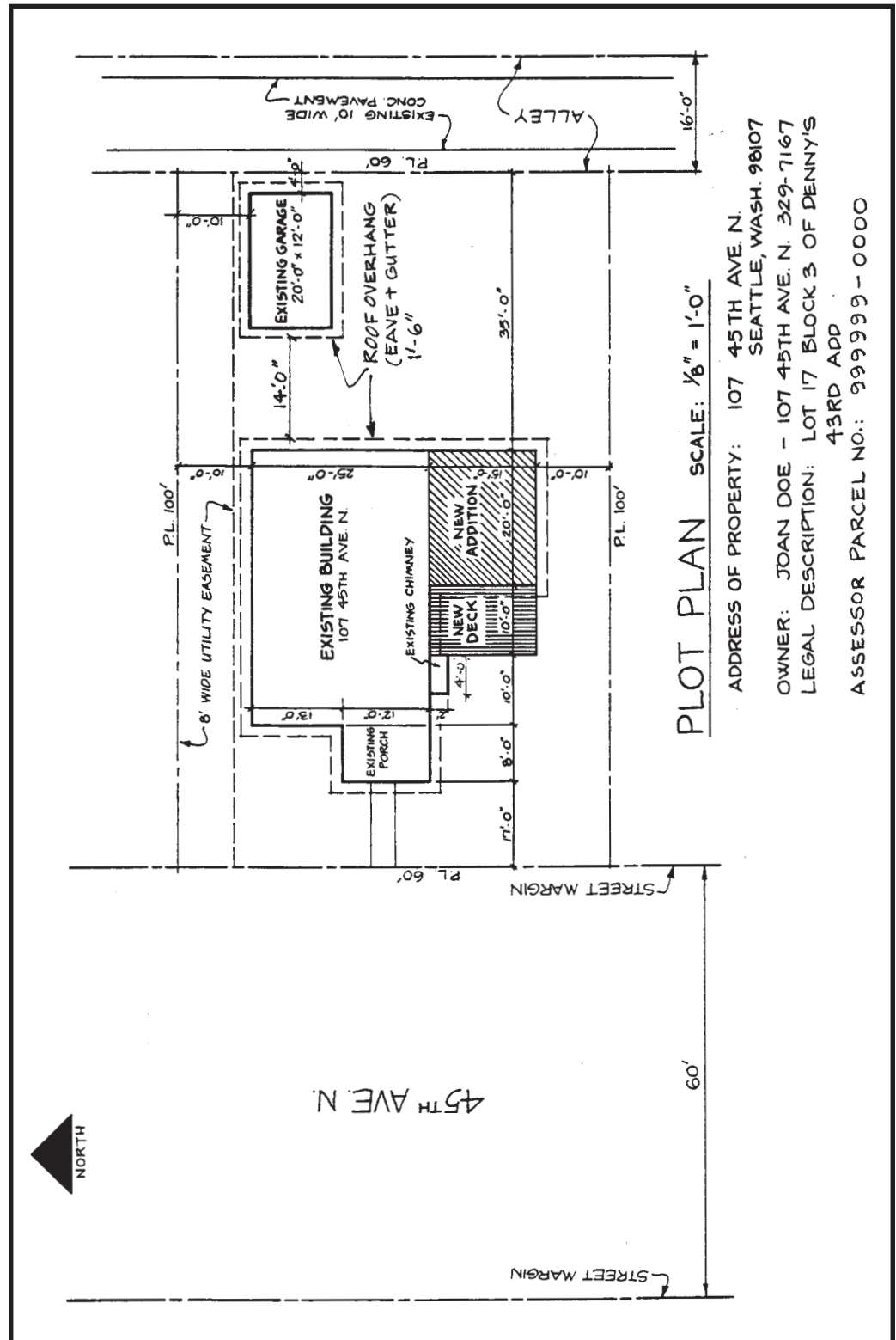
#### **Seattle Dept. of Transportation (SDOT)**

(formerly called SEATRA)  
Engineering Records Vault  
47th Floor, Seattle Municipal Tower, 700 5th Ave.  
(206) 684-5132

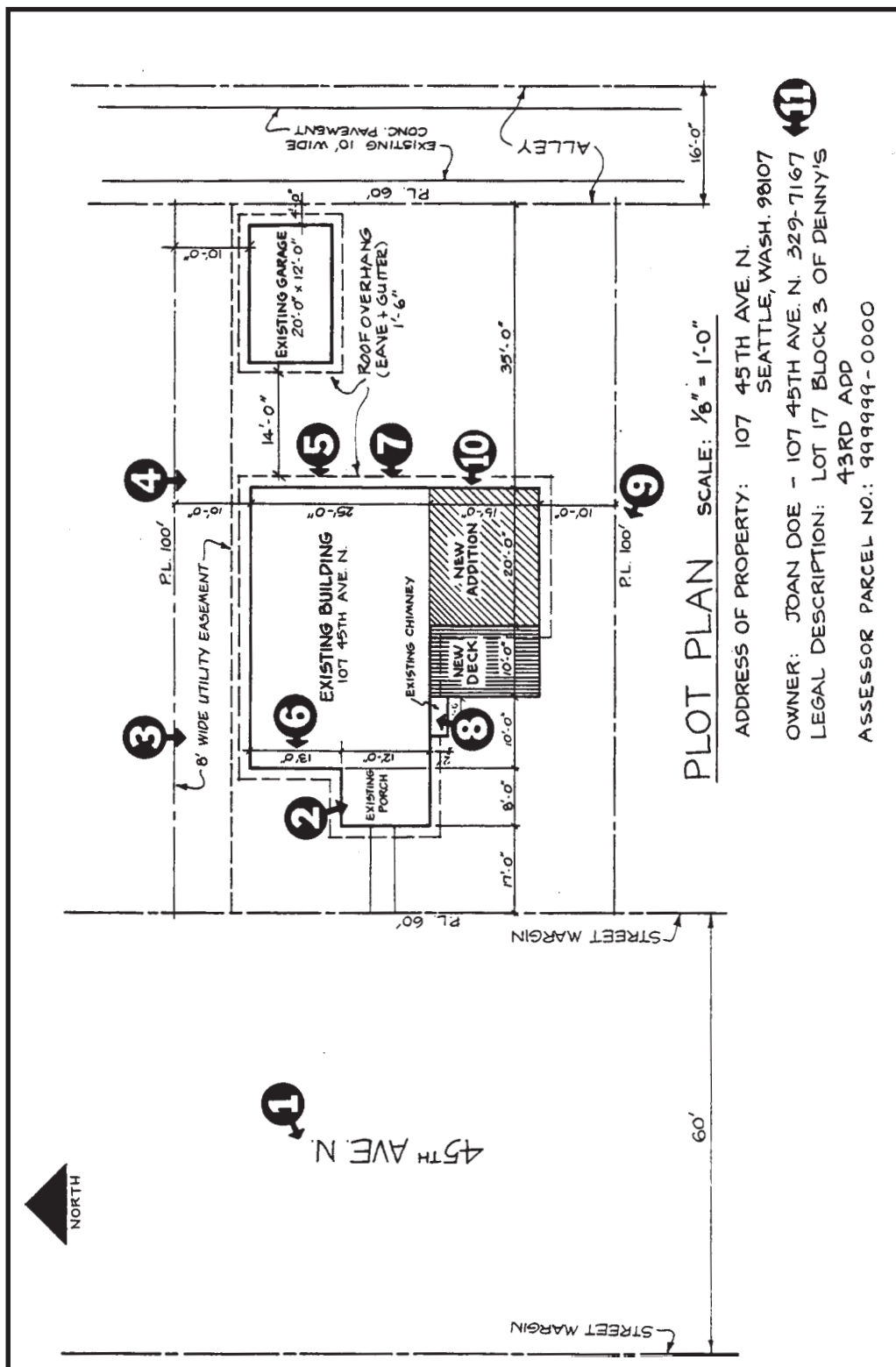
Street Use Counter  
37th Floor, Seattle Municipal Tower, 700 5th Ave.  
(206) 684-5253

### Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)** and other helpful publications are available on our website at **[www.seattle.gov/dpd/publications](http://www.seattle.gov/dpd/publications)**. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Avenue in downtown Seattle, (206) 684-8467.



**LEGAL DISCLAIMER:** This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.



## Checklist

1. Identify street by name.
2. Identify and dimension all porches and decks.
3. Identify easements.
4. Showing setback is important.
5. Show all roof overhangs with dotted lines. NOTE: roof overhang is the total of the EAVE and the GUTTER.
6. Dimension all exterior walls.
7. Dimension all overhangs (dimensions to include gutters.)
8. Show and dimension chimneys if they protrude.
9. Note how property line dimensions are shown.
10. Proposed work to be clearly shown.
11. Address of property, Assessor Parcel No., owner and legal description required on plot plans.

### Figure 2: Basic Plot Plan Elements

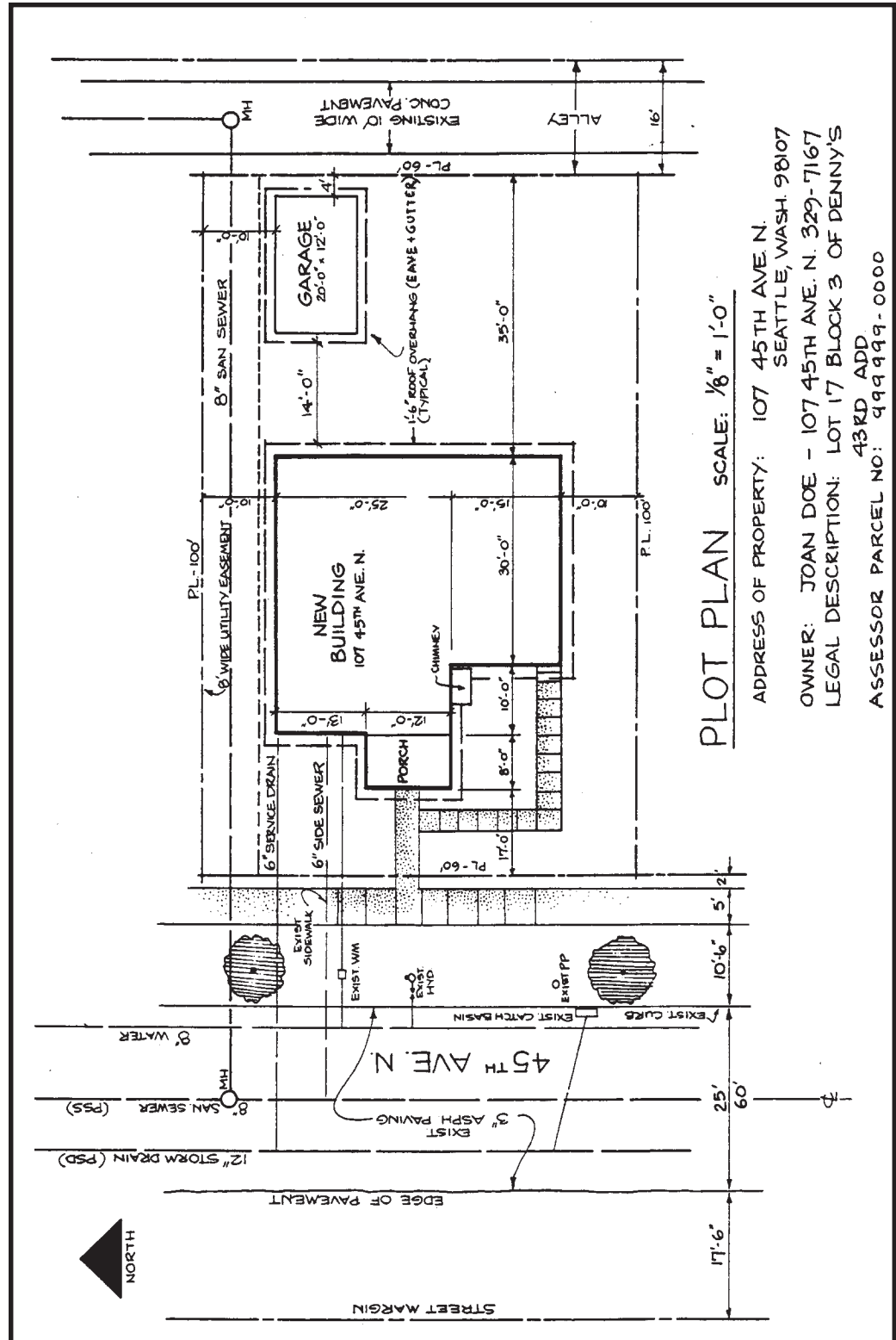
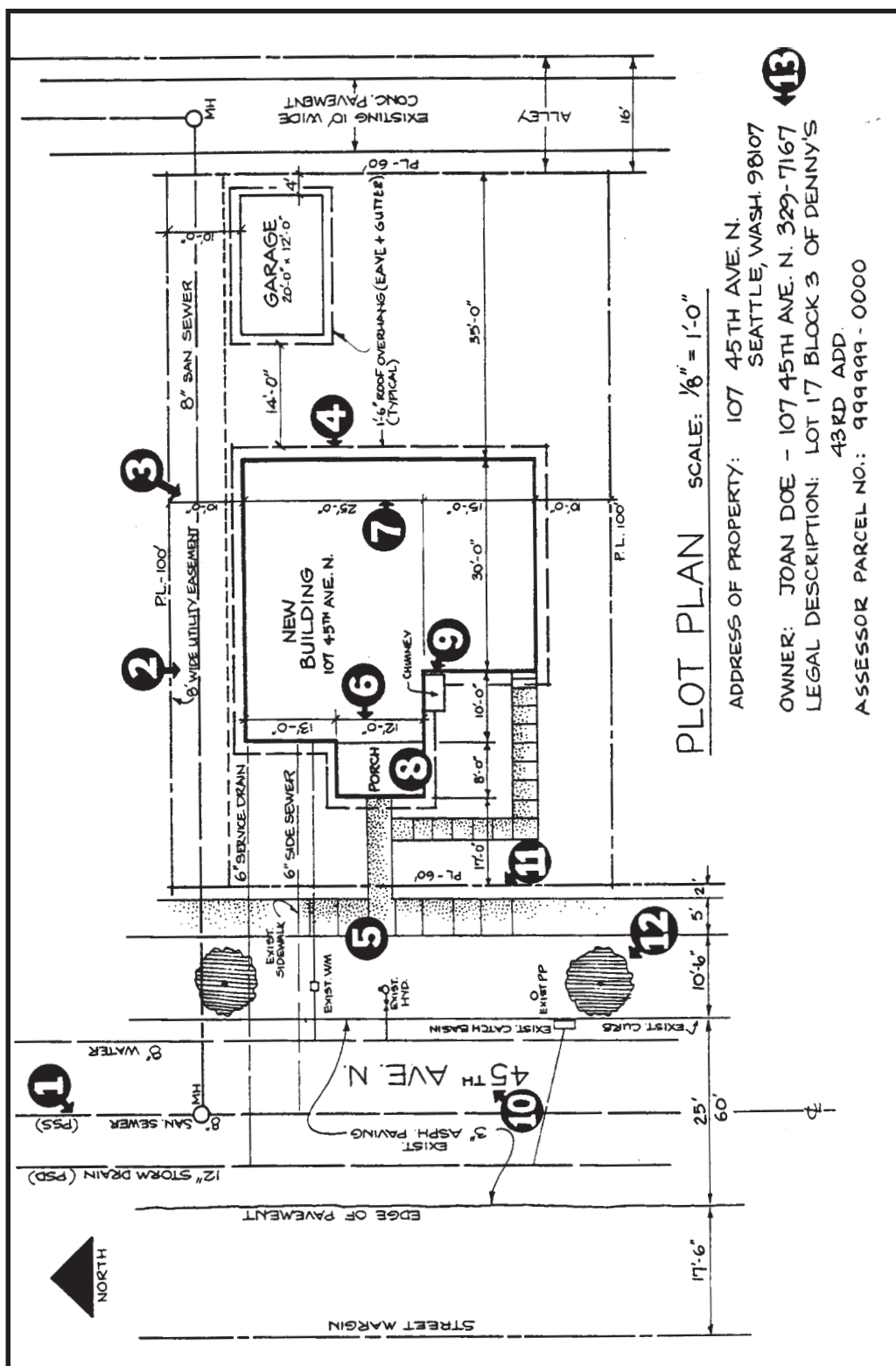


Figure 3: Plot Plan with Street/Alley Information



## Checklist

1. Show sewer and storm drains if any.
2. Identify easements.
3. Showing setbacks is important.
4. Show all roof overhangs with dotted lines.
5. Stippling (dotting) helps to identify walks and pavements.
6. & 7. Dimension all exterior walls and overhangs (typ.)
8. Identify all porches and decks.
9. Show and dimension chimneys if they protrude.
10. Identify streets by name.
11. Note that the property line is not necessarily at the sidewalk.
12. "Proposed" street trees.
13. Address of property, Assessor Parcel No., owner and legal description required in plot plans.

**Figure 4: Plot Plan with Street/Alley Information—Explanation**